



Clark County Regional Support Network Policy Statement

Policy No.: CM06
Policy Title: Intensive Element of Care Authorizations and Reauthorization/Change in Element of Care
Effective Date: July 1, 2002

Policy: Changes in element of care or continuation of care beyond the timeframe of the initial authorization needs to be authorized by a Clark County Regional Support Network (CCRSN). Authorizations for intensive element of care authorization requests must be authorized by a Clark County Regional Support Network (CCRSN) Care Manager before intensive services may be provided to children and adolescents. The Children's Mobile Crisis Outreach Team will assist the RSN Care Managers by doing an element of care assessment. This assessment will be faxed to the RSN within 24 hours of the request. Authorization or denial of the request will be reviewed by a Care Manager who will then notify CMCO if it will be authorized, denied, or if more information is needed to make a decision. Once a decision has been made the Care Manager will notify CMCO, the agency that made the request, and the receiving agency.

Reference: Clark County Element of Care Clinical Guidelines (2006-2008); Clark County Statement of Work 2005; Clark County Program Standard 2005; Clark County Regional Support Network Policies and Procedures CM05 Authorizations-Child, CM06-A Guidelines for Clinical Narrative, and CM27 Transfer of Care.

Procedure:

1. A child's mental health provider may request a change in element of care and/or a re-authorization of care by first discussing the proposed request with the family to obtain their agreement and to identify their preference of service provider. The clinician may use the *Clark County Children's Service Providers* summary (attached to this policy) with the family to document their choice of provider.
2. The clinician shall initiate the request for authorization by providing a brief clinical narrative to substantiate the clinical need for re-authorization or change of element of care. The narrative must address the clinical domains outlined in the guideline attached to this policy and be entered in the management information system in the "Notes" section of the Assessment screen, or the information can be given verbally to a Care Manager if a request for intensive is made. .
3. After the authorization request is transmitted, the RSN Care Manager shall review the related clinical and financial eligibility information as well as past service activity and enrollment history in order to make a determination of element of care. Approval of authorization requests shall be transmitted to the provider through the management information system.

- a) If further clinical information is needed to make a determination of element of care, the Care Manager will request additional information:
 - i) From the clinician or contact person at the mental health provider agency, or
 - ii) Request a face- to- face assessment of the child and family to be completed by the Children's Mobile Crisis Outreach Team. A face-to-face assessment is required for all requests for the intensive element of care.
- b) When a change of element of care involves a transfer to another provider, the procedures in *CM27 Transfer of Care*, shall be followed to insure continuity of care for the child and family.

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